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ABSTRACT

The state of Oklahoma requires schools to provide a staff development program which must include a minimum of 75 staff development points in a 5-year period for all licensed and certified personnel. To meet these requirements, one or more of the following activities may be used to obtain credit points: inservice programs, higher education courses, or other alternative means of education. Each local school district board is required to establish a staff development committee comprised of teachers, administrators, and parents. This committee establishes a plan which determines local policy regarding acceptable activities, points per activity, and minimum accumulated points per year. This plan must be submitted to the State Department of Education each year for approval. A description is given of the organizational structure and activities of the North West Oklahoma In-service Cooperative (NWOIC) which provides assistance to NWOIC member schools in writing their staff development plans. (JD)

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NATIONAL COUNCIL OF STATES ON IN-SERVICE EDUCATION

THIRTEENTH ANNUAL STAFF DEVELOPMENT CONFERENCE

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ESTABLISHING AND OPERATING A SCHOOL/UNIVERSITY STAFF DEVELOPMENT COOPERATIVE

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On June 10, 1980, House Bill 1706 became a law in Oklahoma. This bill was developed by an interim joint House and Senate Education Committee and the Legislature with input from parent and public school and higher education representatives. A significant part of this bill requires a staff development program which must include a minimum of seventy-five (75) staff development points in a five-year period for all licensed and certified personnel. To meet these requirements, one or more of the following activities may be used to obtain credit points: in-service programs, higher education courses, or other alternative means of education.

Each local school district board is required to establish a staff development committee comprised of teachers, administrators, and parents. This committee establishes a plan which determines local policy regarding acceptable activities, points per activity, and minimum accumulated points per year. This plan must be submitted to the State Department of Education each year for approval.

The North West Oklahoma In-service Cooperative (NWOIC) officially began operation in 1980-81. The principal objective of the NWOIC Board of Directors was to provide the service of assisting NWOIC member schools in writing their staff development plans.

The initial member schools of the NWOIC represented more than 1,300 teachers and administrators. The geographical area spanned by the NWOIC included fourteen (14)

counties with a total approximate area of 11,000 square miles in rural northwestern Oklahoma.

All of the school districts in this area were deemed eligible for membership. But schools located more than 150 miles from Alva, the administrative headquarters, were ultimately encouraged to affiliate with other staff development programs nearer to home for their best interest in obtaining service. As a result, although the cooperative first had an initial membership of forty-four (44) school districts, there are presently thirty-four (34) member schools.

The initial concept for NWOIC originated with Dr. Stephen R. Hensley, Academic Dean of Northwestern Oklahoma State University, in 1979, while attending a presentation by Dr. J. T. Sandefur on university-centered staff development consortiums in Kentucky. Dr. Hensley made a proposal to Dr. Joe J. Struckle, President of Northwestern Oklahoma State University, that the university take the lead in forming a similar consortium for public schools staff development in northwest Oklahoma. After a period of discussion, Drs. Hensley and Struckle decided the best model would be one that entailed a non-university centered philosophy. They determined that to be successful the cooperative would have to have the support of the area superintendents.

Therefore a meeting was scheduled in the fall of 1979 with six superintendents who were recognized by peers as

strong administrators and leaders in their field. The cooperative concept was explained, and the superintendents readily accepted the idea of the proposed organization. They elected the late Dr. Joe Glover of Burlington, Oklahoma, as spokesperson for subsequent meetings with other administrators.

In the Spring of 1980 the university at Alva, Oklahoma, hosted a meeting for superintendents and school representatives of northwest Oklahoma. The cooperative concept was again presented. It was pointed out that the only involvement of the university would be in providing the executive Secretary and secretarial support for the organization.

In the fall of 1980 a constitution was presented to delegates from school districts of the northwestern area of Oklahoma for approval. Its acceptance resulted in the creation of the cooperative. The purpose of NWOIC was to encourage, promote, and channel faculty development needs and ultimately to serve the best interests of the public school students of the area.

The objectives for NWOIC were formulated to support local school districts who are responsible for creating local staff development policy. The cooperative objective were to aid districts in structure and administration, to develop cooperation and communication among districts, and to provide greater utilization of creative and innovative resources.

The member districts would be assessed fees which were

contingent on the previous year's average daily attendance (the State Oklahoma provides $2.53 per ADA for staff development purposes). Initially fees were fifty (50) cents per ADA with a limit of $1,000. Presently annual fees are seventy-five (75) cents per ADA. Funding fees are to be reviewed annually by the Board of Directors and are subject to change by a majority of delegates at the annual delegate conference. The fees are due on or before October 10 of each year, and the Board is responsible for the budgeting of the funds.

The NWOIC was designed to be governed by the member school districts, not by the institution of higher learning. This self-governance was established in the constitution in the following manner.

Each district is apportioned two voting delegates, one of which must be a classroom teacher from the local staff development committee. At the NWOIC annual delegate conference, the Board of Directors consisting of seven (7) members is selected. The Directors are elected for two-year terms. Three positions are elected one year and four the following year to allow for continuity and expertise in establishing policies and procedures within the Board.

The Board of Directors elects its own officers annually with the president of the Board deemed president of the entire NWOIC. The executive secretary is staff member of Northwestern Oklahoma State University and is approved by the Board of Directors. The function of the executive

secretary is to carry out the policies and coordinate the activities designated by the Board. The Board is to meet bi-monthly or as needed to handle business and to plan for upcoming activities by April 10. This allows school districts the opportunity to incorporate NWOIC activities into local staff development plans for the coming year.

The Board decided that satisfactory plans could be developed if the needs of teachers, parents, and students could be assessed. A needs assessment survey for faculty members, and one for parents and students, was established and implemented.

Following this process of needs assessment surveying, the local districts are expected to send the instruments to the NWOIC executive secretary to be computated. Computer printed results are sent to each local for individual planning. The total information is used as a guide in developing the NWOIC staff development program for the following year.

The Board of Directors provides multifaceted in-service workshops featuring nationally prominent consultants as indicated by the needs survey. Originally these workshops were planned on Saturdays. Because of poor attendance on weekends, four meetings during the week at the central location of Alva, Oklahoma, have evolved. In September the Fall Professional Day is for all member districts with schools dismissed to allow teachers to attend. The delegate assembly held in October has expanded over the

years to feature a speaker in addition to handling election of Board members and pertinent business items. An alternative meeting coincides with one day of our State Teachers' Meeting. This meeting was created because of demographics to provide staff development opportunities to those who can not attend the state function because of mileage, time, or finances. Four years ago a Spring Conference was originated to assist networking of communication between locals and the NWOIC Board and to assist in the training of incoming local staff development coordinators.

In addition to workshops at the central location, activities were planned for satellite centers. These centers were strategically located to cluster schools, thus minimizing travel time. Again the meeting schedules were changed from Saturdays to weekdays after school from 5-9 p.m. They were then modified to three hours, 5:30-8:30 p.m. At present, workshops at satellite centers are scheduled upon request only.

In order to best serve the NWOIC member schools, the Board of Directors continually investigates possibilities to improve in-service staff development activities and services. As a result of services some positive aspects need to be mentioned.

1. As a cooperative there is opportunity to attract well-known presenters who would be unavailable because of resources to individual locals.

2. This service affords locals better possibilities to meet local requirements.
3. All details for the meetings are handled by the executive secretary.
4. The Board provides assistance in preparing a needs assessment instrument and computing the local needs for each member school.

A side benefit of membership is communication. Locals more easily keep informed with field areas, and learn from what is evolving in like-sized locals and in larger areas that can be adapted to local programming.

The Board of Directors have encountered some problems that need to be watched for. Previously mentioned was the poor attendance on Saturdays. With adjustments in scheduling this problem was greatly alleviated.

Close communication is necessary with proposed speakers. Unfortunately at a Fall Professional Day, there was a no-show speaker, which in addition to causing obvious disaster to the meeting, reflected poorly on the Board. A phone call with the speaker a week in advance of the speaking date can allow for alternative preparations if necessary.

The general attitude toward staff development based on the present state-mandated point system is a problem. Toward the end of each year and at the conclusion of the five-year cycle, attendance is poor. For many the system seems to foster attendance at meetings for points, rather than for professional growth.

The primary difficulty for the cooperative has been in the area of communication. Much of the breakdown has been in the local districts themselves. The Spring Conference was established to counteract this problem. In addition, all correspondence is now sent to three individuals at each local, as well as to the NWOIC board of Directors members: the staff development committee chairperson, the local education association president, and the superintendent.

The North West Oklahoma In-service Cooperative is addressing the problem of providing quality in-service staff development programs to teachers and administrators in rural Northwestern Oklahoma. The cooperative is a successful approach to providing staff development services, coordination, and cooperation between widely-scattered small school districts.

CONSTITUTION OF THE NORTHWEST OKLAHOMA

IN-SERVICE COOPERATIVE

PREAMBLE:

The school districts of Northwestern Oklahoma and Northwestern Oklahoma State University, in order to provide a mechanism for cooperative faculty development, do hereby create the Northwestern Oklahoma In-Service Cooperative Foundation (NWOIC) and this constitution. The purpose of NWOIC is to encourage, promote and channel faculty development in the best interests of children in the State of Oklahoma.

OBJECTIVES:

The objectives of the NWOIC are formulated with the understanding that individual school districts are charged with the first responsibility for their faculty development policy and the NWOIC will therefore serve in a supportive capacity. With these consideration, the objectives of the NWOIC are as follows:

1. To aid Northwest Oklahoma school districts in the structure and administration of local faculty
2. To develop cooperation and communication among local school districts.
3. To provide greater utilization of creative and innovative faculty resources to further the

education of the children in Northwest Oklahoma.

ARTICLE I

Name

This organization shall be called the Northwest Oklahoma In-Service Cooperative (NWOIC) and shall have the responsibility of supporting faculty development plans in school districts of Northwest Oklahoma.

ARTICLE II

Membership

Section 1. Eligibility: All school districts in Northwest Oklahoma will be eligible for membership in the NWOIC.

Section 2. Determination of Eligibility: Eligibility, if questioned, will be determined by the board of directors of NWOIC.

ARTICLE III

Governance

The governance of the NWOIC shall be as follows:

1. Each school district shall have two voting delegates, one of which must be a classroom teacher from the local district staff development committee.
2. There will be an annual meeting of the entire cooperative

delegates.

3. Seven (7) members will be selected, from the voting delegate body, to serve as the Board of Directors. The seven members will be comprised of classroom teachers and administrators.
4. Board of Directors will be elected for a two-year term. The initial election will elect three (3) members for a one-year term and four (4) members for a two-year term.
5. The Board of Directors will be responsible for establishing policies and procedures of the staff development program of NWOIC.
6. The Board of Directors will elect its own officers each year.
7. The president of the Board of Directors will be president of NWOIC.
8. The executive secretary will be a staff member of Northwestern Oklahoma State University, approved by the Board of Directors.
9. The Board of Directors will meet bi-monthly or as needed
10. The Board of Directors will be responsible for planning the cooperative activities by April 10 of the year preceding the activities.

ARTICLE IV

Funding

Funding for NWOIC will be as follows:

1. School districts funding will be based upon the previous

year's ADA with a .75 ADA, limit of $1,000. Funding will be reviewed annually by the Board of Directors and may be changed by majority of delegates at the annual meeting.

2. Fees will be due on or before October 10 of each year. Board of Directors will be responsible for the budgeting of the cooperative.
3. Districts joining the cooperative after October 10 of each year must pay the total fees for the year.

ARTICLE V

Satellite Centers

Six Satellite Centers, selected by the Board of Directors, will be located throughout the Northwest District.

ARTICLE VI

Amendments

Section 1. Amendments may be proposed by a majority vote of the NWOIC delegates, by a majority vote of the Board of Directors, or by endorsement of ten percent of the member schools.

Section 2. Amendments to the constitution may be ratified at any meeting of the NWOIC delegates by a two-thirds vote of the present and voting, provided that the executive secretary has mailed a copy of the proposed amendment to the delegates at least thirty (30) days in advance of the meeting at which the vote is taken.

ARTICLE VII

Ratification of Constitution

Effective Date: This constitution will become effective upon its ratification by a majority of the delegates from local school districts present and voting.

ARTICLE VIII

Bylaws

Section 1. Amendments to the bylaws of the NWOIC may be proposed by a majority vote of the NWOIC delegates, by a majority vote of the Board of Directors, or by endorsement of ten percent of the member schools.

Section 2. Bylaws may be amended by two-thirds vote of the delegates present and voting at an official NWOIC meeting, provided that the executive secretary has mailed a copy of the proposed amendment to the delegates at least thirty days in advance of the meeting at which the vote is taken.

Section 3. Parliamentary Authority: The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the NWOIC in all cases to which they are applicable and in which they are not inconsistent with this constitution and bylaws.

Section 4. If a vacancy occurs on the Board of Directors, the Board of Directors will appoint a replacement until an election is held at the annual NWOIC meeting.